

**SUMMARY OF THE  
ACCREDITING AUTHORITY COMMITTEE MEETING  
MARCH 28, 2001**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, March 28, 2001, at 2:00 p.m. Eastern Standard Time (EST) by teleconference. The meeting was led by its chair, Mr. Louis Johnson of the Louisiana Department of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the questionnaire for evaluation of consistency in NELAC on-site assessments that is being developed for distribution at Seventh NELAC Annual Meeting (NELAC 7).*

**INTRODUCTION**

Mr. Johnson began the meeting by welcoming those in attendance to the teleconference.

**DRAFT QUESTIONNAIRE**

The draft questionnaire for the evaluation of consistency in NELAC on-site assessments was discussed. The committee plans to distribute the questionnaire at the upcoming NELAC 7 meeting in Salt Lake City, Utah, in May 2001. Topics of discussion included whether a full-service laboratory is the same thing as a multimedia laboratory, making two of the questions redundant. Use of the terms person-days or man-days, instead of days, was discussed, as was the number of assessors. For question 3, laboratory experience may be considered to be broader than just analytical experience. The term auditor will be replaced with the term assessor throughout the questionnaire. Questions on training for assessors, both assessment training and technical training, will be clarified. Tools other than checklists for assessments were also discussed. The question on having accrediting authorities observe laboratory assessments to evaluate the assessors will be simplified and clarified. "On a scale of 1 to 10 . . ." will be added to the question on how well versed the assessors were in the NELAC Standards. For the next several questions, "in your program" will be added. The term "environmental industry" in the question about experience will be clarified, and several options, such as non-laboratory environmental, laboratory, and assessment, will be provided as choices for answers in the next question. NELAC training will be further defined. For the question that includes branch offices, "not applicable" will be added as a potential answer.

Distribution of the questionnaire at the meeting was also discussed. Options included adding it to the participants' packet, passing it out either at the beginning or end of the Accrediting Authority session, or mentioning it at the plenary session.

**QUALITY MANUAL**

Ms. Sharon Mertens asked about the status of the quality manual. Mr. Johnson will check on the status. He will also try to set up a meeting at NELAC 7 to discuss it with Ms. Jeanne Hankins.

## **FUTURE TELECONFERENCES**

Mr. Johnson plans to schedule one more teleconference before the NELAC 7 meeting.

## **ADJOURNMENT**

Mr. Johnson summarized the progress from the meeting, reminding all members of their tasks and impending deadlines. He then called for any further discussion of old business or any new topics for the committee's consideration. No further discussion was initiated so Mr. Johnson adjourned the meeting after thanking those in attendance.

**ACTION ITEMS  
ACCREDITING AUTHORITY COMMITTEE MEETING  
MARCH 28, 2001**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Mr. Scott Hoatson will make the revisions to the questionnaire discussed in the teleconference and send it to Mr. Johnson, who will send it to the committee.	March30
2.	Mr. Johnson will schedule an additional teleconference before NELAC 7.	
3.	Mr. Johnson will check on the status of the quality manual and try to set up a meeting with Ms. Jeanne Hankins to discuss it at NELAC 7.	

**PARTICIPANTS  
ACCREDITING AUTHORITY COMMITTEE MEETING  
MARCH 28, 2001**

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